

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 26, 2015  
**CC:** All Departments

*Carter*



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### Joint Meeting w/Planning Board January 28<sup>th</sup>, 7 PM RE: Village Vision Budget Public Hearing on February 5<sup>th</sup>, 7 PM

**Business Session:** The following supplements or substitutes for memos in your packet: N/A

**Workshop:** N/A

**Weekly Activities:** Jon, Joel and I had our first CBA meeting to be continued this week. Heidi and I met with Susette relative to the pending vacancy in her office. She has determined the best approach for her office may be two part-time positions. The first is consistent with the existing job description and will be advertised in a few weeks. She is working on a job description for the proposed new position. We hope to have those for you sometime mid-February. The BroadBand group met to review the BoS request to lay out a charge and composition for an implementation group to carry out the various recommendations, and to discuss the camera installation and live streaming suggestions. I am tasked with preparing a memo to capture those thoughts for circulation and review and then submission to the BoS. Hope completed the first submission of the Draft warrant via DRA's new on-line process. Let me just say that, to us, it is not a user friendly program. The Draft of the Annual Report is off to the printer for a proof. The Architect for the BRC Site Study is back on his feet and we have scheduled a meeting for 02/04 to regroup and bring the effort to closure. Senator Bradley and others have sponsored a Constitutional Amendment relative to educational funding and the elimination of the so-called Donor Town challenge. The legislative hearing was originally set for 01/27 but will be rescheduled due to the storm.

**Business Session:** N/A

**Finance & Personnel:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Last week the Town Clerk's office started working on a Pilot Program and also a Printer Project. This involves new DMV procedures. There are three components to The Pilot Program which involve using motor vehicle plates, reestablishing the motor vehicle online connection if there is a problem, and how we mail our state work out weekly. We continue to work with our software company and the state DMV to make this a smooth transaction. We started accepting Town candidate declarations on Wednesday, January 21 and are working on various election details for March. We have already started renewing 2015 boats registrations and 2015 dog licenses.

**Public Works & Facilities:** The week started at midnight, with crews working to keep the paved roads ice free and passable. They assisted many stranded motorists on private gravel roads. The rain stopped

around 2 a.m. and the Town and private paved roads were treated again. At 3 a.m., the private contractors were called to assist sanding the Town's 200 miles of gravel roads, most of which had to be back sanded. This rain event kept the crew out for approximately 26 hours, using 141 tons of salt, and 489 tons of sand. Agent Kinmond sent the crews home at 2 p.m. and he was later called out for more sand on Swallow Point Road. On Tuesday, the crew worked on re-sanding the main traveled Town and private gravel roads as most of the sand dropped into the ice and refroze. The crew did stockpile maintenance as the aggregate vendor hauled in 280 tons of sand for restocking. The crew serviced the loader, adjusting the brakes on 132. Agent Kinmond attended the JLMC Meeting. On Wednesday, the crew continued to sand gravel roads, fill pot holes in the asphalt on High Haith Road, stockpile maintenance, mix winter sand (300 tons) that was hauled in, and treat approximately 30 tons of salt with liquid deicer. Agent Kinmond attended day 1 of 2, CPS training "Supervising Employee Performance." On Thursday, the crew handled 370 tons of salt hauled in for winter sand, continued to spot sand gravel roads and picked up truck #5 from the up-fit vendor from being repaired. Truck #10 was taken out of service for a fuel leak on the engine injector system. Agent Kinmond attended day 2 of 2 of CPS Training on "Supervising Employee Performance." On Friday, the crew maintained equipment, spot sanded gravel roads and did storm preparations by putting plows on for Saturday's forecasted snow. On Saturday, Agent Kinmond and Stephens Landscaping did some testing of pre-treating with liquid salt brine and Ice Be Gone Magic, making a super brine. The schools and a section of Old Route 109 was pre-treated and had excellent results with the first snow event, which brought the crew out for a 1-1.5" snow event at mid-day, and then again at 7:30 p.m. for a .75" snow squall. On both occasions the crew plowed and treated the paved Town and private roads. Sunday morning Agent Kinmond received a request to sand a private road to allow a resident to access their property with a moving van. Agent Kinmond sanded the roadway and then plowed snow drifted areas at Long Island Beach, Captains Walk, Windermere and Harborside. Agent Kinmond also assisted the Lakes Region Ice Racing Club by sanding Access Road and Blake and Lee's Mill Roads for the ice races. At 3:30 p.m. Agent Kinmond received a call from the PD for drifting snow at Long Island Beach and proceeded to plow Long Island Road at the beach, West Point, Captains Walk, Windermere, Ferry, Black Cat Island Roads, and Redding Lane.

Facilities & Grounds: The Highway Crew assisted with rink maintenance, daily Zamboni treatments, and snow removal (twice) over the weekend. The Grounds crew replaced several glass panels at the rink, maintained walkways, recyclables, and a desk repair. Facilities worker handled a work ordered at Town Hall, PSB, and assisted with winter maintenance operations. FW Daigneau also worked on the NHEC Energy Grant proposal, and attended the JLMC Meeting.

Waste Management: Supervisor Greenwood reported things went smoothly during his vacation and his computer is back in service. The crew is preparing for the winter storm forecasted for Tuesday.

The Week Ahead: Winter storm preparedness for storm event #8 (forecasted 12-18"), and storm clean up.

**Moultonborough Police Department:** The PD responded to 177 Calls For Service, 29 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 1 MV Accident, 4 MV Complaints, 6 residential alarms, 0 commercial alarms and 3 K-9 complaints.

Training: Jan. 23<sup>rd</sup>, MPO LeBlanc attended BSOG training.

**Moultonborough Fire Department:** Year to date there has been 40 calls for emergency service. For the period of 1/16/2015 to 01/22/2015 there were 16 calls for service: (7) Medical Emergencies, (2) Motor Vehicle accidents, (1) Building Fire call (ventilate), (2) Service calls, (1) Arcing, Shorted Electrical Equipment, (1) Good Intent call, and (2) False Alarms. Automatic aid was given on one call to Sandwich. We received automatic aid on three calls from Center Harbor and one from Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:00 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:13 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:12 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

**Operations:** On 1/16, Moultonborough was dispatched for a reported building fire at the Sandwich Central School. Upon arrival, Sandwich companies had extinguished the fire. Moultonborough assisted with removing smoke from the building. The icy weather conditions on 1/17 resulted in a motor vehicle accident rollover on Bean Road near the Sandwich town line. Companies from Center Harbor and Sandwich responded with Moultonborough, no injuries were reported. On 1/21, Moultonborough was assisted by Center Harbor investigating an electrical problem at a Whittier Highway restaurant. Power was restored to the business after determining that no hazard existed. During the week of 1/16/2015 to 1/22/2015 there was 1 request for information. A Place of Assembly inspection was conducted at the Village Kitchen on 1/22/15.

### **Development Services:**

**Town Planner:** Nothing to report this week.

**Code Enforcement:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation:** MRD hosted the annual Family Skating Party on Sunday, January 25<sup>th</sup>. There was a great turn out, with young families, as well as older kids, and even grandparents coming out for the event. Participants played games on the ice, skated to the music, and enjoyed hot cocoa, cider, and goodies. We are about half way through our Skating Lessons and Youth Basketball programs. Mah Jong has returned to the Recreation Department on Thursdays at 12:30 p.m. MRD is working on winter events for February. We have the Father/Daughter Dance scheduled for February 20<sup>th</sup>, a sledding party on February 24<sup>th</sup>, and a twilight skating party on February 26<sup>th</sup>.

### **Important Dates to Remember**

**Selectmen's Special Meeting, January 28, 2015, 7 PM**

**Selectmen's Meeting & 2015 Budget/Roads Public Hearing, February 5, 2015, 7 PM**

**Selectmen's Meeting, February 19, 2015, 7 PM**

**Selectmen's Work Session, February 26, 2015, 4 PM**

**\* Staff Meeting, February 6, 2015 \***